

MARK YOUR CALENDAR

Child and Adult Care Food Program (CACFP)

Conferences 2002

Who:

Child Care Centers, Day Care Homes, and Adult Day Care Centers, including:

- Administrators, Directors, Monitors, Supervisors, and Managers
- Small, independent child care centers with one site are required to attend. The last conference is offered in San Diego (November 20, 2002) and is considered a make-up session.
- CACFP sponsors, including Adult Day Care sponsors should send two or more persons to this conference, one of whom will be required to attend the Financial Management session.

Time: 8:00 a.m. - 3:45 p.m.

CACFP Child and Adult Care Centers and CACFP Day Care Homes :

Sacramento

Wednesday, October 9, 2002

Lionsgate Hotel

Ph: (916) 643-6222

3410 Westover Street, McClellan, CA 95652

Ontario

Wednesday, October 23, 2002

Ontario Convention Center

2000 Convention Center Way, Ontario, CA 91764

Room Reservations:

Sheraton Ontario Airport Ph: (909) 937-8000

429 N. Vineyard Avenue, Ontario, CA 91764

CACFP Child and Adult Care Centers only:

North Hollywood

Friday, October 11, 2002

Beverly Garland Hotel

Ph: 1-800-238-3759

4222 Vineland Ave, North Hollywood, CA 91602

Fresno

Wednesday October 30, 2002

Piccadilly Inn/University

Ph: (559) 224-4200

4961 N. Cedar St, Fresno, CA 93726

South San Francisco

Thursday, November 7, 2002

South San Francisco Conference Center

255 S. Airport Blvd, South San Francisco, CA 94080

Room Reservations:

Holiday Inn

Ph: (650) 873-3550

275 S. Airport Blvd, South San Francisco, CA 94080

San Diego (Last session)

Wednesday, November 20, 2002

Four Points/Sheraton

Ph: (858) 277-8888

8110 Aero Drive, San Diego, CA 92123

CACFP Day Care Home Sponsors only:

Anaheim* (with Roundtable Conference)

Wednesday, October 16, 2002 OR

Friday, October 18, 2002.

Sheraton Anaheim

Ph: 714-778-1700


900 South Disneyland Drive, Anaheim, CA 92802

*Registration and fees are required for the Roundtable conference in Anaheim. All other locations are free to participants and do not require registration. To register for the Roundtable conference, call Ed Mattson at (530) 274-4490 or go online to www.ccfproundtable.org. At Anaheim, the session on Financial Management is limited to 42.

For more information, you may contact Margie Brown at (916) 445-9163, (800) 952-5609, or mbrown@cde.ca.gov.



Conference Program for Centers and Homes October 9, and October 23, 2002

8:00 – 8:30	Registration				
8:30 – 8:50	GENERAL SESSION Welcome and Introductions				
BREAKOUT SESSION # and TIME	TRACK ONE	TRACK TWO	TRACK THREE	TRACK FOUR	TRACK FIVE
1 9:00 – 10:15	Financial Management for Child Care Centers	Financial Management for Day Care Homes	Infant Nutrition in the CACFP	Tips on Taking the Stress Out of Claim Reimbursement Preparation	Monitoring for Integrity in the CACFP
10:15 – 10:30	BREAK				
2 10:30 – 11:45	Financial Management for Child Care Centers (Continued)	Financial Management for Day Care Homes (Continued)	Food Safety Practices	Administrative Review Process for Child Care Centers	Administrative Review Process for Day Care Homes
11:45 – 1:00	LUNCH				
3 1:00 – 2:15	Financial Management for Child Care Centers (Continued)	Financial Management for Day Care Homes (Continued)	Using the Food Buying Guide in the CACFP	Adult Day Care Program Overview	Good Times at Mealtime
2:15 – 2:30	BREAK				
4 2:30 – 3:45	Financial Management for Child Care Centers (Continued)	Financial Management for Day Care Homes (Continued)	Determining Eligibility for Child Care Center Participants	Adult Day Care Program Overview (Continued)	
3:45	ADJOURN				

2002 ANNUAL NUTRITION SERVICES DIVISION CONFERENCE
CHILD AND ADULT CARE FOOD PROGRAM
SESSION DESCRIPTIONS for October 9 (Sacramento) and October 23 (Ontario)

SESSION TITLE	DESCRIPTION
Financial Management for Child Care Centers and Day Care Homes	Designed for directors and/or administrators of Child Care Centers, Family Day Care Homes, and Adult Day Care Centers. The one-day course will provide participants with a practical review, application, and interpretation of USDA's latest administrative and fiscal program requirements (FNS-796-2, Revision 3). The course will cover budget preparation; allowable and unallowable income and costs to the program; allowable and unallowable labor costs; equipment, facility and supply costs; food costs; and institution costs. Target Audience: Staff who have administrative or financial management responsibilities
Infant Nutrition in the CACFP	This session will review normal infant nutrition, the CACFP Infant Meal Pattern, infant meal records, and creditable food items. Target Audience: Day Care Home and Center Staff
Tips on Taking the Stress Out of Claim Reimbursement Preparation	The CACFP sponsor will come away from this workshop with a better understanding of how to complete the Claim for Reimbursement forms, the payment process, and the importance of having the claim forms submitted timely and accurately. Child Nutrition Fiscal Services staff will provide hands-on training with instruction on how to complete the Claim for Reimbursement.
Monitoring for Integrity in the CACFP	This session will focus on monitoring requirements for Day Care Home sponsors. Participants will learn about the procedures for monitoring; criteria for a monitoring visit; and requirements for recordkeeping. Discussion will include tips for monitors. Target Audience: Day Care Home monitors, Managers of Day Care Home Programs
Food Safety Practices	This session will present safe food handling practices that will promote the health and well being of children in child care settings. Target Audience: Staff involved in food preparation activities
Administrative Review Process for Child Care Centers	The program will focus on the administrative review process. Participants will learn about the compliance areas and the specific documents to be evaluated for each area. The discussion will include recordkeeping tips, site visits, documentation of review findings, corrective action procedures, and discussion on serious deficiencies. Target Audience: Sponsors of Child Care Center Food Programs
Administrative Review Process for Day Care Homes	This program will focus on the administrative review process for Day Care Home sponsors. Participants will learn about the compliance areas and the specific documents to be evaluated for each area. The discussion will include recordkeeping tips, site selection criteria, site visits, documentation of review findings, corrective action procedures, and discussion on serious deficiencies. Target Audience: Sponsors of Day Care Home Programs
Using the New Food Buying Guide in the CACFP	This session will provide an overview of the new USDA Food Buying Guide and how it can be used by CACFP agencies. The new Food Buying Guide replaces the 1992 Simplified Buying Guide. Target Audience: Day Care Home and Center Staff

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Adult Day Care Program Overview	The session will focus on the requirements for the food program for Adult Day Care Centers. Participants will learn about eligibility applications, meal counting, meal requirements and menu production records, site monitoring, vendor contracts, and civil rights requirements. Discussion will include recordkeeping tips for these areas. Participants will receive an overview of the administrative review process and the required documents needed to successfully complete the review process. Target Audience: Sponsors of Adult Day Care Food Programs
Good Times at Mealtime	This session will present strategies and ideas on managing mealtimes to promote good times at mealtimes for children. Target Audience: Day Care Home and Center Staff
Determining Eligibility for Child Care Center Participants	This session will focus on how to complete and evaluate eligibility applications for children participating in the Child Care Food Program. Participants will learn about the requirements for completing income and categorically eligible applications, rosters, and the differences between fixed versus actual claiming for reimbursement. Target Audience: Sponsors of Child Care Center Food Programs, Eligibility Determining Officials